

REGULATION

ORGANIZATION
20 March 1953

ORGANIZATION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

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OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

1. DEPUTY DIRECTOR (ADMINISTRATION)

The Deputy Director (Administration) is in charge of all administrative support for the Agency. (See organization chart, Figure 1.)

AUDITOR-IN-CHIEF

2. MISSION

The Auditor-in-Chief shall be responsible for the audit (exclusive of internal audit) of all finance, fiscal, and property matters not under the General Accounting Office Procedures. This responsibility is based on the requirements of operational security and the protection of intelligence sources and methods.

3. FUNCTIONS

The Auditor-in-Chief shall:

- Assure that appropriate current audits are made.
- Examine the accounting, internal audit, and financial procedures, and practices of the Agency.
- Recommend changes in the interests of efficiency and protection of Government funds and property.
- Recognize security as a basic consideration in all actions and recommendations.
- Direct the activities of the Audit Office.

GENERAL COUNSEL

4. MISSION

The General Counsel is responsible for all legal affairs and for legal aspects of all legislation affecting the Agency.

5. FUNCTIONS

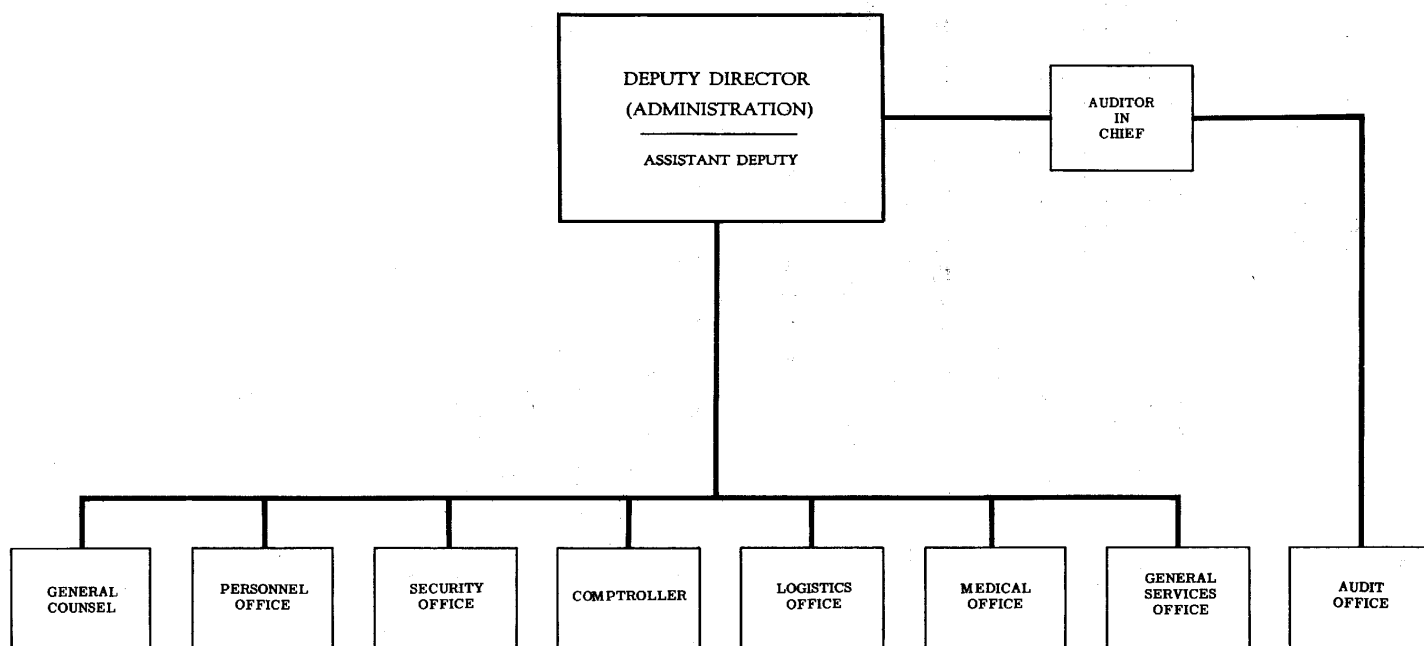
The General Counsel shall:

- Act as advisor to the Director on legal matters.
- Advise all officials and employees of the Agency on all legal matters arising in connection with the official business of the Agency.

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(Figure 1)

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- c. Be responsible for and control liaison outside the Agency relating to legal matters.
- d. Review all regulatory material of the Agency for legality prior to publication.
- e. Review proposed legislation affecting Agency activities and make appropriate recommendations.
- f. Make recommendations concerning existing legislation covering all phases of Agency activities.

PERSONNEL OFFICE

6. MISSION

The Assistant Director (Personnel) is responsible for the development and administration of an Agency-wide personnel program.

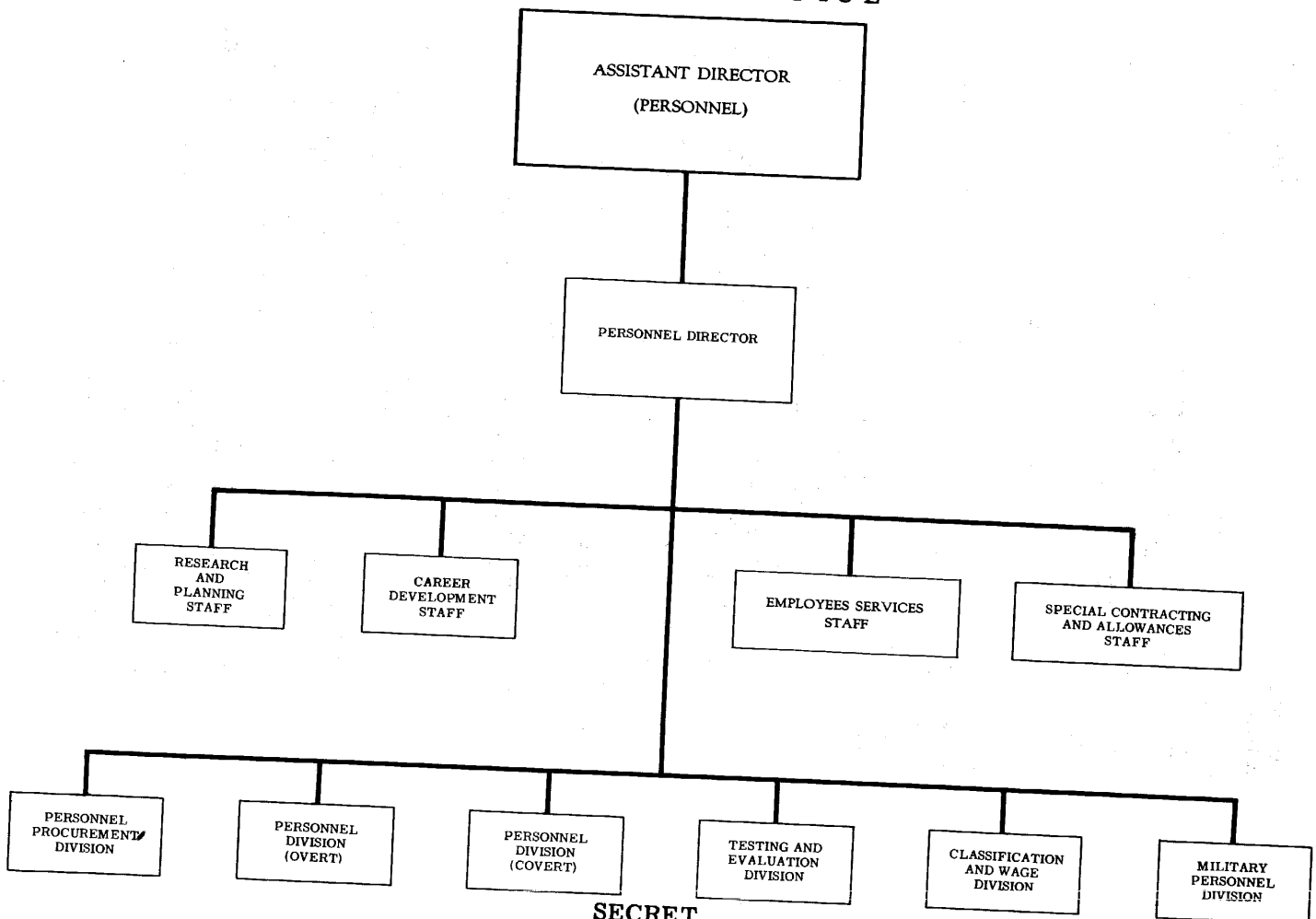
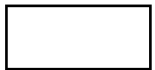
7. FUNCTIONS

The Assistant Director (Personnel) shall:

- a. Formulate and recommend the issuance of policies, regulations, and standards which shall govern the administration of personnel throughout the Agency.
- b. Advise and assist administrative and operating officials on all matters of personnel administration.
- c. Inspect, review, and evaluate all phases of personnel management activity wherever performed in the Agency, for compliance with policies, regulations, and standards, and for adequacy of personnel programs at all levels of the Agency.
- d. Represent the Agency on civilian and military personnel matters to the U. S. Civil Service Commission, the Selective Service System, the Department of Defense, the Federal Personnel Council, and other agencies as may be designated.
- e. Conduct research in the field of personnel management as required in support of operational programs.
- f. Provide personnel service for the Agency to include:
 - (1) Position classification and wage administration.
 - (2) Procurement and placement of personnel for all components of the Agency.
 - (3) Proficiency and aptitude testing and evaluation of applicants and employees for eligibility and suitability for employment with the Agency.
 - (4) Procurement and assignment of military and other IAC personnel to the Agency, and administrative operations in connection with these details.
 - (5) Preparation of appropriate personal service contracts for all components of the Agency.
 - (6) Administration of a personnel pool for holding and training personnel for eventual assignment to operating components of the Agency.
 - (7) Staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board.
 - (8) In-service promotion program to bring about maximum utilization of the skills and abilities of personnel already in the Agency.
 - (9) A program of personnel relations activities, including counseling and employee services.
 - (10) Establishment of special monetary allowances and differentials for overseas personnel, as required.
 - (11) Operation of a central processing service for personnel departing for and returning from overseas assignment.

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- (12) The recording of all personnel transactions, maintenance of personnel files, and a position control system.
- (13) A program involving the compilation and presentation of comprehensive personnel statistical data for use by all components of the Agency.
- (14) Administration of designated commercial life and medical insurance programs for the benefit of all Agency personnel.
- g. Provide necessary personnel services for the National Security Council.

8. ORGANIZATION

See organization chart, Figure 2.

SECURITY OFFICE

9. MISSION

The Director of Security is charged with the preparation and execution of the Agency's security program, and with the performance of security inspection functions.

10. FUNCTIONS

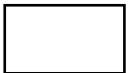
The Director of Security shall:

- a. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- b. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counterintelligence programs for the Agency.
- c. Obtain and evaluate through investigation and liaison contact pertinent information regarding personnel for employment, assignment, or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- d. Determine the effectiveness with which security programs and policies are being accomplished.
- e. Coordinate and engage in policy and program planning of emergency measures.
- f. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other Government agencies on security matters.
- g. Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.
- h. Make necessary inspections, investigations, and reports to assure proper maintenance of security.
- i. Conduct certain activities pertaining to the overall alien program.
- j. Conduct research in security fields.
- k. Provide trained professional security officers as required to Agency missions and installations.

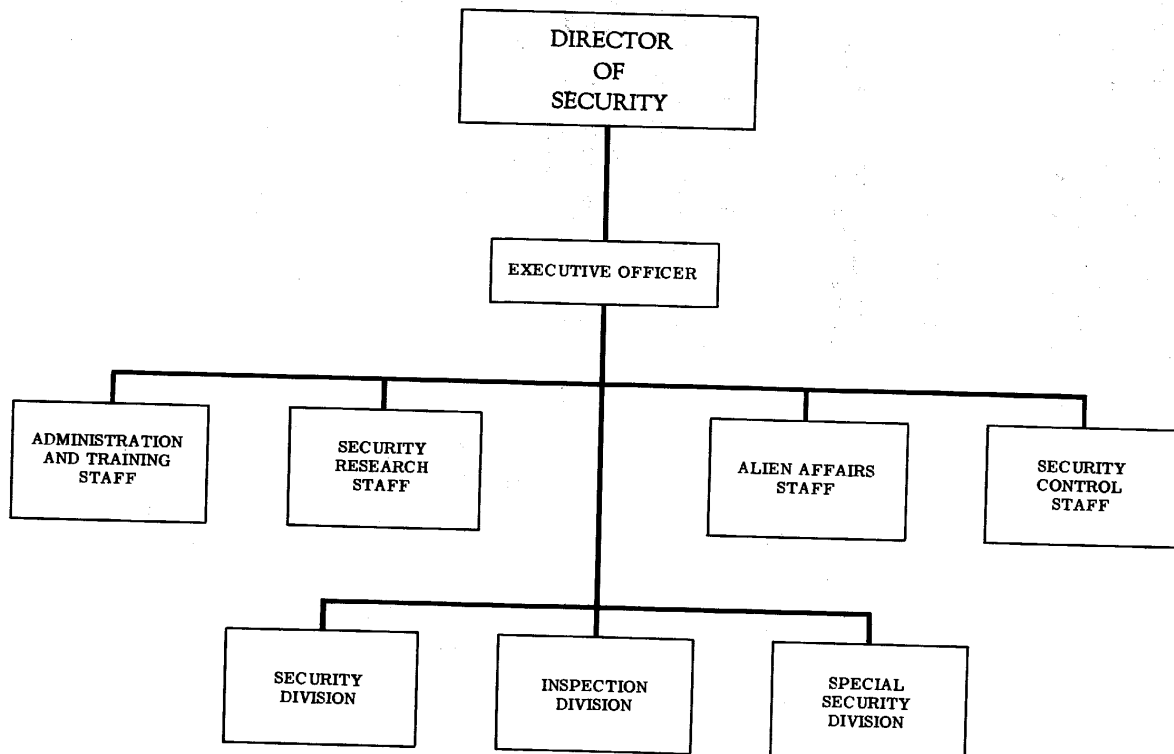
11. ORGANIZATION

See organization chart, Figure 3.

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SECURITY OFFICE



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COMPTROLLER

12. MISSION

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; and will advise the Deputy Director (Administration) on general Agency efficiency, organization structure, functions, manpower requirements, and administrative procedures for all components of the Agency.

13. FUNCTIONS

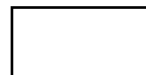
The Comptroller shall:

- a. Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- b. Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- c. Supervise the operation of all budget and all financial programs of the Agency.
- d. Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- e. Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- f. Control all liaison and contacts with the Bureau of the Budget on Agency matters.
- g. Supervise all liaison with other agencies in connection with budget and finance matters.
- h. Establish necessary fiscal accounting for the assets and liabilities of the Agency.
 1. Provide budget and fiscal services for the National Security Council.
 - j. Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
 - k. Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for domestic and overseas installations.
 1. Develop and maintain effective program and financial analysis and prepare and distribute appropriately analytical reports and statements.
 - m. Conduct, in cooperation with Office heads or their designees, or as directed by the Deputy Director (Administration), studies of organization, functions, methods, and procedures and recommend improvements.
 - n. Investigate various makes and types of office machines and equipment and assist in developing suitable applications thereof.
 - o. Plan and direct the Agency's Work Simplification Program.
 - p. Prepare the annual report on the Agency's Management Improvement Program.
 - q. Review requests for establishment of, or changes in, tables of organization.

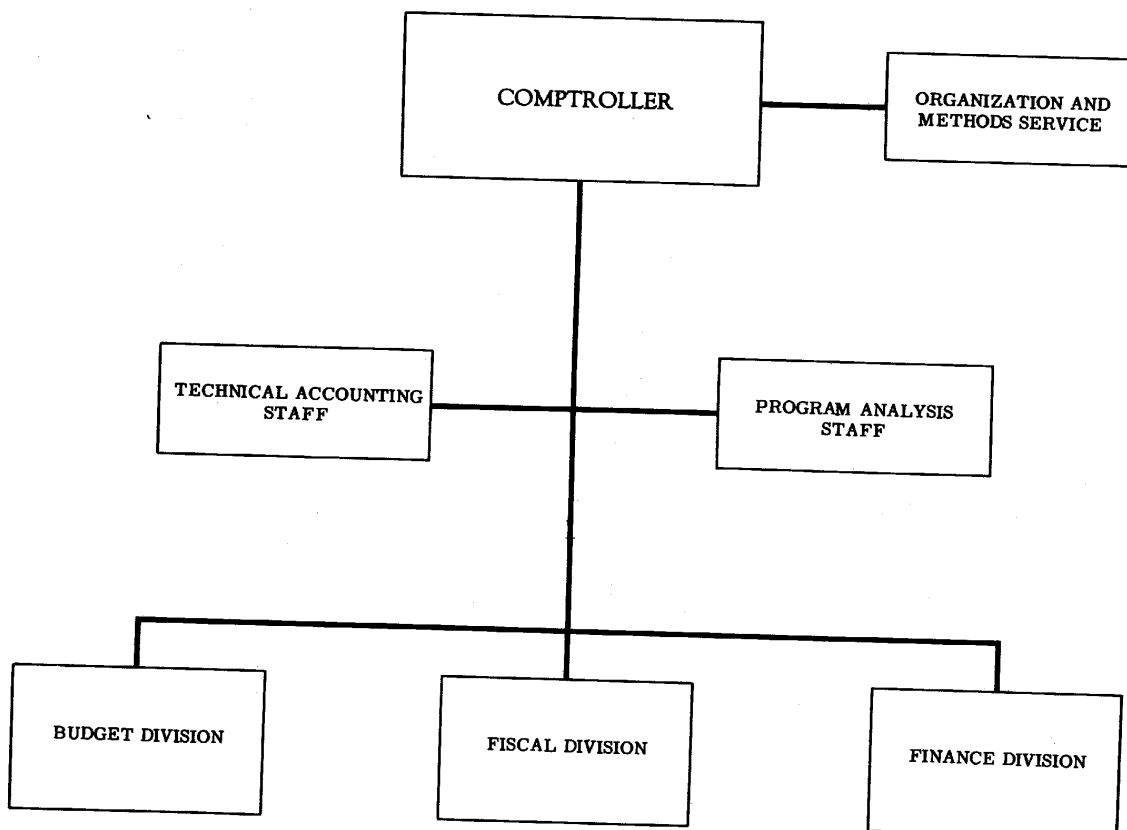
14. ORGANIZATION

See organization chart, Figure 4.

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COMPTROLLER



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LOGISTICS OFFICE

15. MISSION

The Chief of Logistics is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs, except for securing space assignments through the General Services Administration in the metropolitan area of Washington, D. C.; and for the coordination and compilation of forecasts of requirements for Agency logistical support.

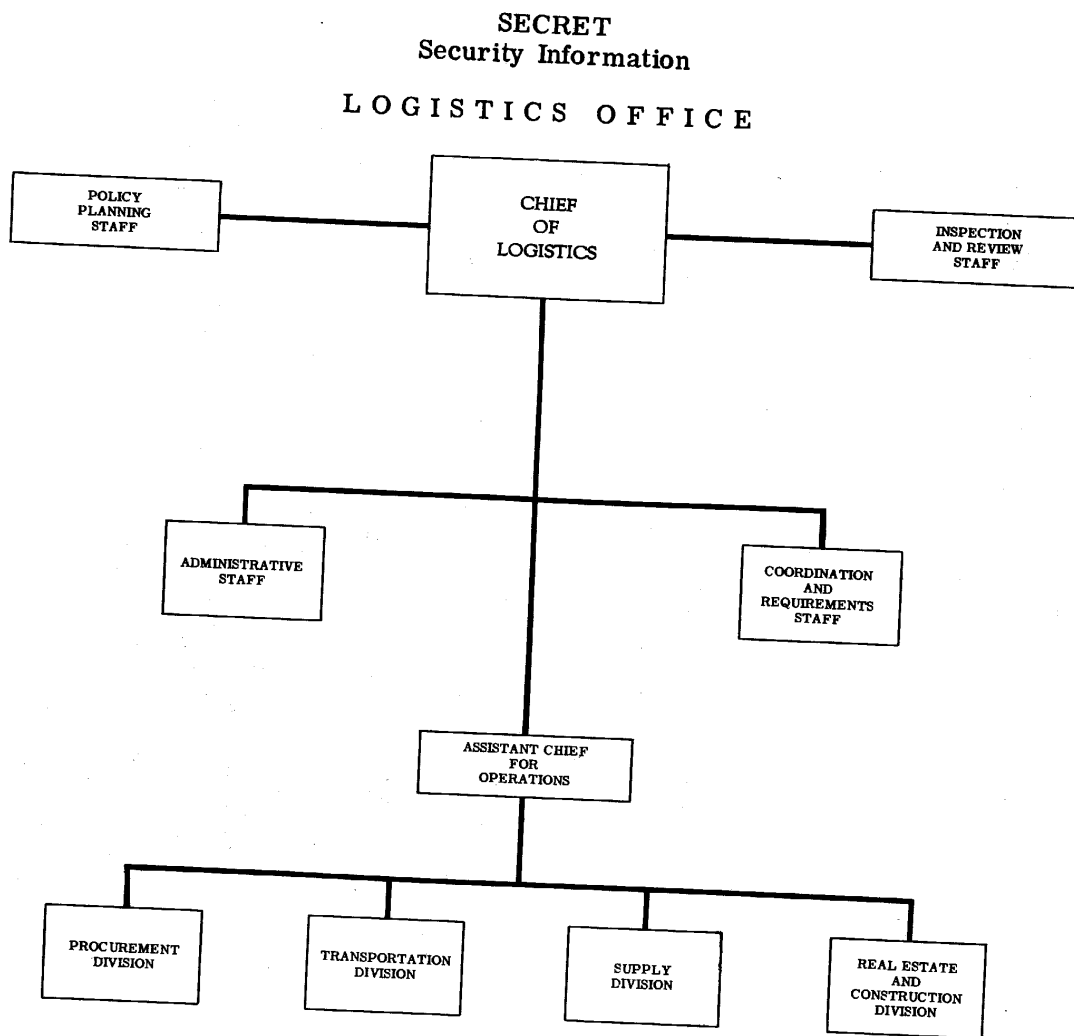
16. FUNCTIONS

The Chief of Logistics shall:

- a. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
- b. Procure, or provide technical guidance as necessary for the procurement of services, and materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.
- c. Negotiate, with officials of other Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
- d. Provide domestic facilities and technical guidance for operation of overseas facilities, for receiving, inspecting, warehousing, packing, issuing, and disposing of supplies and equipment.
- e. Arrange for the transportation of personnel, equipment, property, and supplies, except for motor pool services in the metropolitan area of Washington, D. C.
- f. Provide for the maintenance and servicing of all Agency vehicles in the metropolitan area of Washington, D. C., except that the General Services Office shall be responsible for first echelon maintenance of its assigned vehicles.
- g. Perform necessary coordination and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
- h. Provide for the design and construction of office space, warehousing, living quarters, communications, and monitoring facilities and utilities such as power installations, sewer and water systems, heating and air conditioning, and refrigeration throughout CIA; and acquire real estate, improved or unimproved, by purchase or otherwise, except for securing space assignments through the General Services Administration in the metropolitan area of Washington, D. C.
- i. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for Agency supplies, equipment, and real estate.
- j. Develop and implement regulations and procedures pertaining to an integrated Agency stock-accounting system.
- k. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.

17. ORGANIZATION

See organization chart, Figure 5.



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MEDICAL OFFICE

18. MISSION

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program.

19. FUNCTIONS

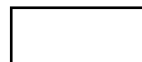
The Chief, Medical Staff shall:

- a. Advise the Director and staff on matters pertaining to medical services.
- b. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- c. Provide technical medical service in accordance with existing legislation in regard to the following:
 - (1) Competent professional care of illness and injury.
 - (2) A system of medical evacuation and hospitalization.
 - (3) The application of the principles of preventive medicine.
 - (4) A medical consultant program.
- d. Establish and maintain Agency medical standards for employment.
- e. Establish and maintain an Agency psychiatric program.
- f. Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- g. Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.
- h. Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- i. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Medical Office.
- j. Conduct research as required.
- k. Perform such other functions as may be directed.

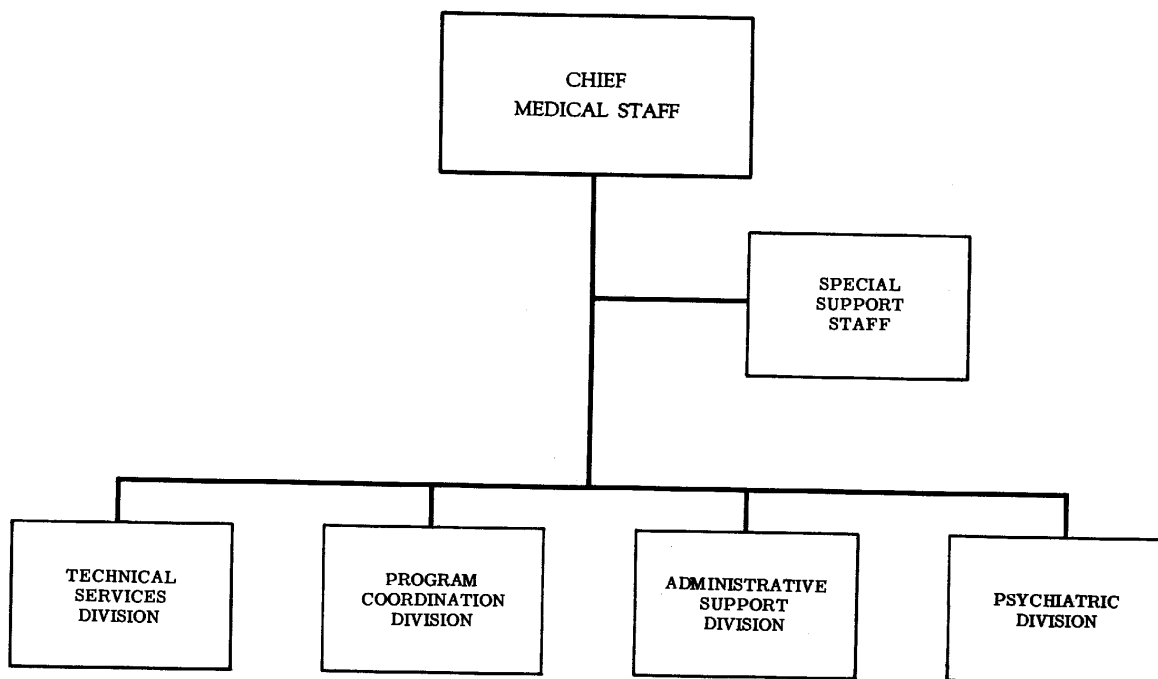
20. ORGANIZATION

See organization chart, Figure 6.

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MEDICAL OFFICE



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GENERAL SERVICES OFFICE

21. MISSION

The Chief, General Services is responsible for providing selected administrative services for the Agency.

22. FUNCTIONS

The Chief, General Services shall:

- a. Provide reproduction and printing service.
- b. Determine space requirements and effect space procurement, planning, and allocation to meet the needs of the Agency within the metropolitan area of Washington, D. C.
- c. Provide headquarters motor pool service.
- d. Provide building maintenance, moving, and telephone service.
- e. Provide electrical accounting machine record service for administrative and selected operational activities.
- f. Administer the Agency records management and vital materials programs, including the maintenance of a forms design and analysis program.
- g. Maintain the central administrative files and headquarters mail and courier service.

23. ORGANIZATION

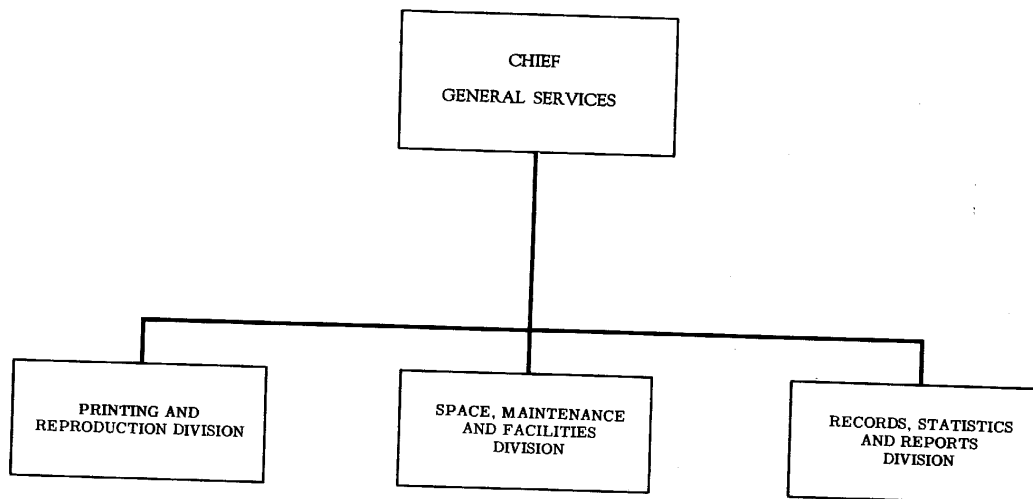
See organization chart, Figure 7.

ALLEN W. DULLES
Director of Central Intelligence



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GENERAL SERVICES OFFICE



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